



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FACILITIES SECURITY SERGEANT

Job Number: 20000672

Job Code: 23080V161016

Job Group: 2300 - POLICE PROTECTION

Job Established: 11/16/1987

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises security officers and performs duties in providing security for state public buildings and grounds; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of law enforcement or security experience.

Substitute EDUCATION for EXPERIENCE:

Additional training in the above fields will substitute for the experience on a year-for-year basis.

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SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be commissioned as a special law enforcement officer pursuant to KRS 61.900-61.930. Must be at least twenty-one years of age. Must possess a valid driver's license prior to appointment in this classification. <http://www.lrc.state.ky.us/KRS/061-00/900.PDF> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and assigns the duties of security officers in the Facilities Security Section. Checks assignments and ensures that employees are present at workstations and are performing assigned duties. Performs security officer duties as necessary. Provides assistance to security personnel. Provides interpretation and explanation to employees of department rules and regulations. Reviews security reports. Responsible for the proper wearing of the uniforms. Prepares departmental reports and records. Attends law enforcement and security training. Performs special assignments.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title may be required to apply physical force in apprehending suspects, as well as any other hazards associated with law enforcement. Extensive walking may be required to maintain security.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.